



Interdepartmental Intern

Habitat Seminole-Apopka is a 501 (c) 3 non-profit organization that serves the local Seminole County and Greater Apopka area. We work in partnership with the community to build homes, communities and hope. Together we provide potential home buyers that are struggling financially and are low-income by offering a comprehensive solution to creating progressive life change. As a community working alongside these potential home buyers we create, strength, stability and self-reliance. Our Vision: A world where everyone has a decent place to live.

Overview

This intern will work across all office departments on projects focusing on many aspects of Habitat for Humanity's service to the Seminole County and Greater Apopka community. This will include but is not limited to working with Volunteer Services, Homebuyer Services, and assisting with the events/fundraisers. Each project will be developed to reflect the needs of the organization and the skills the intern has and is interested in developing.

Responsibilities

- The intern in this position will have the opportunity to have a holistic view of administration across a medium nonprofit. This could include organizing paper and electronic files, data clean up and entry in Salesforce, and more.
- Assisting with logistical aspect of our fundraisers. Including reviewing and updating event materials and event correspondence, donor acknowledgement and more.
- Partnering with the Social Media and Marketing intern to brainstorm, develop and analyze social media posts.
- Providing support to the Homebuyer Services department in our direct programming, including the Homebuying program and the Financial Focus program.
- Aiding the Volunteer Services department in recruitment, retention, and recognition.
- May aid other departments such as Accounting, Mortgage Compliance, and Construction, as projects arise.

Skills Required

- Excellent written and oral communication skills
- Willing to learn new skills
- Ability to track and organize multiple projects
- Good communication and follow-up skills within a team environment
- Self-motivated
- Ability to manage time effectively and meet deadlines
- Exhibits a commitment to excellence, both internally and externally
- Proficiency in Excel, Word, PowerPoint, and Outlook
- Enthusiasm for the mission of Habitat for Humanity

Time Commitment

Work a minimum of 15 preset hours a week for one semester.